



GO Community Rail Partnership Full Privacy Notice

Our contact details.

Name: GO Community Rail Partnership CIC

Phone Numbers: 07717 411814 for Hannah McDonnell
and 07881 805952 for Jon Harris

E-mail: hannah@gocrp.org.uk
jon@gocrp.org.uk

Your right to object

Article 21 of the GDPR gives individuals the right to object to the processing of their personal data at any time. This effectively allows you to stop or prevent us from processing your personal data.

An objection may be in relation to all of the personal data we hold about you or only to certain information. It may also only relate to a particular purpose we are processing the data for.

What type of information do we collect and collate?

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, address, phone numbers, email addresses, date of birth.)
- Details of emergency contact person
- Details of any disabilities and what support is required.
- Survey data of organisation or individual level.

How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one or more of the following reasons:

- To enable us to contact you if you require information.
- To contact you or another person in an emergency.



- Relevant medical information to help us deliver the best service for you. This will allow us to help you quickly if you have a medical emergency when taking part in an activity with us.
- To enable us to carry out appropriate risk management tasks.
- To enable us to carry out necessary safeguarding checks according to the activities you take part in
- Disabilities information so we can make sure you get the support you need from us.
- G.P. info in case of a medical emergency when participating in activities with us.
- Photographs for publicity (paper, digital, video and social media).
- Surveys (paper, phone or online) used to research local transport and community issues, we only ask for minimal personal data (e.g. first part of a postcode, gender and age) only where it is helpful to our research. We only use this in summary form so no-one can be identified.

We also receive personal information indirectly, from the following sources in the following scenarios:

A person or organisation that has referred you into one of our services, with your consent, to enable you to participate in GO Community Rail Partnership activities.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

Your Consent.

Your consent will be sought to hold your personal data. You have the right to withdraw that consent at any time. Please contact us via email if you would like to withdraw consent.

We have a legal obligation.

This mainly relates to children, vulnerable adults and employees. For example, we need to process some data to safeguard people and keep them safe and well.

We have a vital interest.

In the case of medical information, we sometimes need to keep this to protect people medically, for example data about someone's medicine they need when in our care, or allergy information.

What we do with the information we have

We use the information that you have given us to:

- Provide a service which is appropriate to you by sharing relevant information with members of staff and volunteers.



- Keep you safe and well by sharing relevant medical information with the directors of the company.
- Contact you or emergency contact.
- We may use photographs, if you have given consent, for publicity purposes in newspapers, newsletters etc both in print and online and on our social media.
- We may share this information with other organisations which you have consented to.

How we store your information

Your information is securely stored, password protected electronic devices, encrypted and password protected data sticks and online servers.

We keep your personal information for the duration of your involvement with GO Community Rail Partnership. In the case of ad-hoc involvement we will keep your information for up to 1 year after our last contact with you. We will then dispose of your information by shredding paperwork and permanently deleting electronically stored data.

Your data protection rights.

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to remove** - You have the right to ask us to remove your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. We ask that you make your requests via email and we will respond within a month.

How to get in touch

Name: GO Community Rail Partnership CIC



Main email: info@gocrp.org.uk

Main Directors for enquiries:

Hannah McDonnell at hannah@gocrp.org.uk or 07717 411814

Jon Harris at jon@gocrp.org.uk or 07881 805952

We also have Non-Executive directors who support our work. [LINK to Companies House](#)

How to complain

If you want to complain about how your information is being used, you can use the contact details at the top of this privacy notice.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113